

13. BASIC FUNCTION:

Drive official motor vehicles to transport passengers or cargo.

14. MAJOR DUTIES AND RESPONSIBILITIES:

70 %

Driving: Drive all Consulate vehicles on official trips both in Guayaquil and throughout Ecuador, keeping constant contact with escort vehicle by radio when within range. Exercise safe and cautious driving techniques. Be alert for any possible threat to the passenger (s) and/or vehicle, have extensive knowledge of city neighbourhoods, street and addresses to use shortest, quickest and safest routes. Show respectful, courteous attitude with all official contacts. Execute deliveries of invitations, packages, etc. as directed by the Motor Pool Supervisor.

20%

Vehicle Maintenance and Record Keeping: performs daily inspection and maintenance checks in vehicles (as assigned) for fuel, water, hydraulic fluids, tire pressure, cleanliness, etc. Complete trip sheets and daily vehicle use records as instructed. Be alert to any sign of mechanical trouble in vehicle and report immediately to supervisor.

5%

Other Duties; Assist with other motor pool duties as assigned, which include, but are not limited too, maintaining photocopiers by adding toner and paper, making photocopies, shredding, escorting, filing and record keeping, etc.

5%

Serves as back-up expediter to assist arriving and departing permanent personnel and move visitors rapidly and easily through Ecuadorian Customs and Immigration upon their entrance to or exit from Guayaquil. The back-up expediter will handle VIP visitor arrivals and departures including boarding passes, luggage, and customs processes. Will process administrative requirements such as Ecuadorian Customs paperwork as necessary.

15. REQUIRED QUALIFICATIONS:

- a. EDUCATION: Completion of Secondary school required.
- b. PRIOR WORK EXPERIENCE: Two years of prior work experience as a driver is required.
- c. POST ENTRY TRAINING: Defensive driving, Smith Systems training, record-keeping
- d. LANGUAGE PROFICIENCY: Level III Spanish and Level III English is required and will be tested

Position No. A52725

Position Name: Chauffeur

Employee: Vacant

- e. **JOB KNOWLEDGE:** Familiar with streets and locations of major business in Guayaquil, and familiar with highways, other major cities in Guayaquil Consular District and local driving laws in Ecuador. Intermediate mechanical awareness.
- f. **SKILLS AND ABILITIES:** Must possess valid professional driver's license and have excellent driving skills and a clean driving record. Have techniques for safe, defensive driving; ability to distinguish symptoms of a vehicle needing repair/maintenance; ability to maintain liaison with escort vehicle and radio contact. Basic automobile mechanics.

16. POSITION ELEMENTS:

- a. **SUPERVISION RECEIVED:** Direct Supervision received from Motor Pool supervisor or their backups and indirect supervision from General Services Officer.
- b. **AVAILABLE GUIDELINES:** Traffic laws and Mission policies and instructions.
- c. **EXERCISE OF JUDGMENT:** Variation of daily routes to be followed. Must use caution and judgment for prudent driving.
- d. **AUTHORITY TO MAKE COMMITMENTS:** None
- e. **NATURE, LEVEL AND PURPOSE OF CONTACT:** Daily Basic Contact with employees at all levels.
- f. **SUPERVISION EXERCISED:** None
- g. **TIME EXPECTED TO REACH FULL PERFORMANCE LEVEL:** 3 months.